

**Research and Technology Development Services (R&T)**  
**Questions and Answers #2**

R&T Questions and Answers in response to the Draft Request for Proposal are below. Thank you for all the feedback received in response to the posting of the Draft Request for Proposal.

**Question 1:**

Page 25, H.4. ADDITIONAL REPORTS OF WORK – RESEARCH AND DEVELOPMENT (NFS 1852.235-74) (FEB 2003)

The Contractor shall submit separate monthly reports of all work accomplished during each month of contract performance. The Contractor shall submit separate quarterly reports of all work accomplished during each three-month period of contract performance.

Please clarify if the government expects separate reports of each work assignment each month or 12 monthly reports. Also, does the government expect separate reports for each work assignment each quarter or 4 quarterly reports.

**Government Response 1:**

**The contractor shall submit separate monthly reports that include Monthly progress reports. The Contractor shall submit separate monthly reports of all work accomplished during each month of contract performance. Reports shall be in narrative form, brief, and informal. They shall include a quantitative description of progress, an indication of any current problems that may impede performance, proposed corrective action, and a discussion of the work to be performed during the next monthly reporting period.**

**A total of 12 monthly reports shall be submitted per year.**

**The contractor shall submit separate quarterly reports that include Quarterly progress reports. The Contractor shall submit separate quarterly reports of all work accomplished during each three-month period of contract performance. In addition to factual data, these reports should include a separate analysis section interpreting the results obtained, recommending further action, and relating occurrences to the ultimate objectives of the contract. Sufficient diagrams, sketches, curves, photographs, and drawings should be included to convey the intended meaning.**

**A total of 4 quarterly reports shall be submitted per year.**

**A total of 16 reports (monthly and quarterly) shall be submitted per year.**

**Question 2:**

Page 26, H.6. EMERGENCY PREPAREDNESS AND RESPONSE (ARC 52.223-90) (SEP 2007)  
(b) ... Contractors shall develop and maintain appropriate emergency response and recovery plans, facility shutdown/startup plans, standard operations procedures, and checklists for emergency response to their facilities and operations. ...

Please clarify the relationship of the contractor's plans to the NASA ERP plans.  
Can the contractor's ERP plan be somewhat more general and point back to the existing NASA

ERP plans for specifics?

**Government Response 2:**

**Contractors shall comply with Ames Procedural Requirements (APR) 1601.4, "Emergency Operations Plan."**

**Contractors doing business with ARC are also employers in their own right and, as such, are responsible for protecting their employees, the environment, and property from the effects of hazardous events. Contractors shall develop and maintain appropriate emergency response and recovery plans, facility shutdown/startup plans, standard operations procedures, and checklists for emergency response to their facilities and operations. Contractors shall ensure training and certification of their employees as required to support their emergency response and recovery plan. Contractors shall participate in ARC drills and/or exercises to validate adequacy of emergency response and recovery plans and to ensure contractor employees are trained on how to respond. During a disaster/emergency, the contractor's Project Manager or other line supervisor shall be prepared to provide personnel accountability and facility status information to the designated NASA Facility Manager or Emergency Operations Center (EOC) Representative.**

**Question 3:**

Page 30/31, H.13. PERFORMANCE ASSESSMENT

From the draft: As part of the Government's surveillance activities, a periodic performance assessment will be conducted under this contract. Information from the assessment **may** be provided to the contractor for corrective actions and performance improvement.

Please clarify if this statement should read 'may' or 'shall'. We expect that the government would provide feedback on all work requiring corrective action.

**Government Response 3:**

**As part of the Government's surveillance activities, a periodic performance assessment will be conducted under this contract. Information from the assessment may be provided to the contractor for corrective actions and performance improvement.**

**The statement should read "may". See the Final Solicitation for all R&T clauses.**

**Question 4:**

Regarding the Past Performance Volume, the Draft RFP requests "two (2) relevant government contracts and one (1) industry contract", If an offeror has three (3) relevant government contracts may they submit only those with no industry contracts?

**Government Response 4:**

**If the Offeror or major subcontractor does not have enough references to meet these requirements, references shall be provided to the maximum extent possible.**

**See Final solicitation for clarification.**

**Question 5:**

Regarding the Past Performance Volume, the Draft RFP requests contracts that were "received in the past five (5) years or currently in negotiation." Would this include contracts that the offeror is currently performing, but were started more than 5 years ago? Please also clarify what is meant by "currently in negotiation."

**Government Response 5:**

**See Final solicitation for clarification.**

**Question 6:**

Section 3.1 Introduction (page 5), First paragraph, Second sentence  
"Experiments shall be performed using the facilities and laboratories at ARC including the centrifuges, sleds, Cell Tissue Culture Facility, Center for Bioinformatics, infrared laboratory, the cryogenics laboratory, bed rest facility, advanced life support laboratories, and other specialized laboratories as required."

Question: Is the bed rest facility still considered part of the contractor's responsibility?  
It was my understanding that the facility is no longer in use.

**Government Response 6:**

**The bed rest facility is not in use at this time. The bed rest facility could be part of the contractor's responsibility under future tasks issued under the R&T contract.**

**Question 7:**

Section 3.2 Research and Development (page 6)

Section (a) states that the contractor will need to support fieldwork at remote sites. Can you please give example of some of the remotes sites?

Section (a) also states the contractor will support development of flight instruments and experiments. Can you please clarify what flight platforms and if the support includes manned and unmanned platforms (i.e., sub-orbital flights, BION, ISS)

**Government Response 7:**

**An example of Statement of Work Section 3.2 "remote sites" would be other NASA Centers.**

**Flight platforms could include both manned and unmanned under the R&T contract. R&T currently supports both BION and ISS.**

**Question 8:**

Section 3.4 Operation and Maintenance of Research Facilities (page 8)

Can a list be provided of the respective facilities and laboratories?  
The description states that the contractor shall provide engineering and technical support for operation and routine maintenance. What do the O&M duties specifically entail in terms of

support not provided by ARC Facilities (e.g., base support)? For example, if one of the centrifuges stops working – is the contractor responsible for making the repairs? If the contractor is responsible for making repairs, is it acceptable that the work is performed by the equipment vendor if appropriate?

**Government Response 8:**

**See Section 3.4 Operation and Maintenance of Research Facilities in the Final Statement of Work.**

**Facilities and other laboratories include, but are not limited to the following: Human Powered Centrifuge, 20g Centrifuge Workshop, Adsorption Technologies Laboratory, Air Revitalization Laboratory, Waste Processing Laboratory, Supply Accumulation Area, Waste Reclamation Technology Development Laboratory, Lyophilization Laboratories, Cell Culture Facility, Electron Microscope Laboratories, Waste Reclamation Laboratory, Machine Shop, 24 ft. Centrifuge, 8 ft. Centrifuge, Waste Processing Laboratories, Dose Response Laboratory, Hypergravity Facility for Cell Culture Control Room, Testing Shop, Infrared Detector and Spectroscopy Lab, Cryogenics Laboratory, Optical Laboratory, Radiation Detection Studies Lab, and 1 ft. Centrifuge.**

**Task Orders will define requirements, deliverables, and schedule for the deliverables. The Operation and Maintenance duties would be detailed in the individual task order/s. The Operation and Maintenance duties could entail support for the Ground Acceleration Facility and other laboratories, including, but not limited to centrifuge repairs and upgrades. The contractor would need to determine how the work would be performed in response to each individual task order (e.g., subcontract).**

**Question 9:**

Section 3.7 System Safety, reliability and quality assurance (page 9)

Are the AMS documents listed the current versions? What are the requirements for the contractor in regards to Occupational Safety and Health Administration compliance and environmental compliance and hazardous materials compliance?

**Government Response 9:**

**The most current versions of AMS documents are listed. See the Final Statement of Work.**

**See the Final solicitation in regards to requirements for Occupational Safety and Health Administration compliance and environmental compliance and hazardous materials compliance.**

**Question 10:**

Section 3.8 Technical Task Support (page 9)

Section (1) and in general, can we get a copy of the contract task orders that were utilized in the present contract?

NASA Ames Research Center  
NNA09251287R

**Government Response 10:**

**Any individual may submit a Freedom of Information Act (FOIA) request to NASA Ames by mail, fax, electronic mail or in person at the following address:**

**NASA Ames Research Center  
MS 943-4  
Moffett Field, CA 94035-1000  
(650) 604-3273**

**FOIA@ARC.NASA.GOV**

**Question 11:**

We respectfully request that the final solicitation be a Small Business 8(a) set aside.

**Government Response 11:**

**Thank you for your comment.**

**Question 12:**

The draft RFP specifies different numbers of electronic media in different sections. Please clarify how many electronic CD-ROMs shall be submitted for each Volume and Cover Letter.

Reference: Page 55 - Section L.4 (b) (1) table shows that "2 electronic copies" each for Cover Letter, Volume I and Volume II and "5 electronic copies" for Volume III are required. Page 57 - Section L.4 (b) (5) stated "Submissions shall consist of a total of five (5) CDs or USB sticks (one for each volume and one for the cover letter). Page L.7 Cost/Price Proposal (Volume III) Paragraph 7: "The offeror shall submit electronic copies of the cost proposal charts contained in the referenced exhibits in Microsoft Excel format on DC-ROMs. Two copies of the CD-ROMs shall be submitted with one copy identified as the backup.

**Government Response 12:**

**See the Final solicitation for clarification.**

**Question 13:**

Please correct the document number. NPR 8715.3A should be NPR 8715.3C.  
Reference: Page 63 - Section L.7 (a) Mission Suitability Proposal (Volume I), C. Safety and Health – Sub factor.

**Government Response 13:**

**See the Final solicitation for clarification.**

**Question 14:**

Since the details of the below information are proprietary to the company and major subcontractors, we respectfully request that the Government move this requirement into Volume III Cost/Price Proposal so that the major subcontractors may include this in their sealed package submittal.

Reference: Page 64 - Section L.7 (b) Past Performance Proposal (Volume III) (4) For the Offeror and each of its major subcontractors, list the date of the most recent review of your management system(s) (e.g., purchasing, accounting, property, estimating). Data must identify the type of review, including the results of the review, the cognizant Government agency making the review, systems approvals, if any, and the last date of a system approval.

**Government Response 14:**

**See the Final solicitation.**

**Question 15:**

We recommend that Government define a Significant Subcontractor to be any subcontract value at \$1M or more per contract year.

Reference: Page 68 - L.7 Cost/Price Proposal (Volume III) Paragraph 6: For significant subcontracts expected to exceed \$1M, the proposed significant subcontractor and/or teaming partner shall provide Cost Exhibits 3A and 3B through Exhibit 8 and supporting information that is requested from the offeror.

**Government Response 15:**

**See the Final solicitation.**

**Question 16:**

The below requirement adds enormous burden for small subcontractors and the Prime contractor. We respectfully request that the Government only require Prime and major subcontractors to submit required Exhibits.

Reference: Page 68 - L.7 Cost/Price Proposal (Volume III) Paragraph 6: The offeror and all subcontractors and/or teaming partners, regardless of dollar value, shall be included in Exhibits 2A and 2B and shall complete and submit Exhibits 3A and 3B.

**Government Response 16:**

**The offeror and all subcontractors and/or teaming partners must comply. See the Final solicitation.**

**Question 17:**

The requirements of the R&T contract will evolve over the performance period. With that understanding, could NASA please identify the specific NASA/ARC laboratories for which the R&T contractor will assume responsibility at the time of contract Phase-in?

**Government Response 17:**

**At the time of Phase-in the contractor may assume responsibility for the following facilities and laboratories: Human Powered Centrifuge, 20g Centrifuge Workshop, Adsorption Technologies Laboratory, Air Revitalization Laboratory, Waste Processing Laboratory, Supply Accumulation Area, Waste Reclamation Technology Development Laboratory, Lyophilization Laboratories, Cell Culture Facility, Electron Microscope Laboratories, Waste Reclamation Laboratory, Machine Shop, 24 ft. Centrifuge, 8 ft. Centrifuge, Waste Processing Laboratories, Dose Response Laboratory, Hypergravity**

**Facility for Cell Culture Control Room, Testing Shop, Infrared Detector and Spectroscopy Lab, Cryogenics Laboratory, Optical Laboratory, Radiation Detection Studies Lab, and 1 ft. Centrifuge.**

**Question 18:**

The Estimated Staffing Matrix in attachment J.1(b)9 is silent on the subject of the number of labor hours that the government estimates for Program Management Personnel. Could NASA please provide an estimate for this?

**Government Response 18:**

**As stated in Section L of the Draft solicitation, Offerors are required to add their own unique program management staff positions and associated hours to manage this effort as part of their cost proposal.**

**Question 19:**

**Observation:** Section B.6 (c) states that the fixed fee amount associated with the task order shall be the fixed fee percentage applied and calculated on the total negotiated **estimated** cost of the task order. Section B.8 (a) states that a fixed fee shall be established for each task based on projected hours.

**Question/Comment:** Please clarify the basis for establishing the fixed fee for the IDIQ task orders.

**Government Response 19:**

**See Section B of the Final solicitation for clarification.**

**Question 20:**

**Observation: Quarterly Financial Management Report (NF 533Q) is required to be submitted** not later than the 15th day of the month preceding the quarter being reported. With the contract type being an IDIQ task order contract, task orders may be issued frequently within a reporting quarter making the information on the 533Q obsolete upon the issuance of each task order.

**Question/Comment:** Would the government consider removing this requirement and utilize the 533M for the basis of future period spending projections?

**Government Response 20:**

**Use of the NASA Contractor Financial Management Reports, the NASA Form 533 series, is required on cost-type, price redetermination, and fixed-price incentive contracts when the following dollar, period of performance, and scope criteria are met:**

<b>Contract value/scope</b>	<b>Period of Performance</b>	<b>533M</b>	<b>533Q</b>
\$500K to \$999K	1 year or more	Required	Optional
\$1,000,000 and over	Less than 1 year	Required	Optional
\$1,000,000 and over	1 year or more	Required	Required

**Question 21:**

**Observation:** A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533M (or computer-generated version) in accordance with the instructions on the reverse side of the form in accordance with the instructions on the reverse side of the form and the NASA Directive(s) listed below. With the contract type being and IDIQ task order contract and funding being provided by various directorates, the required 533M report will not provided adequate visibility into the performance of each task order.

**Question/Comment:** Will the government require additional financial management reports for each of the task orders in conjunction with the 533M?

**Government Response 21:**

**Formats of the 533M will be agreed upon between the Contractor and NASA. The Government does require 533Ms at the Task Order level.**

**Question 22:**

In light of Executive Order 13495 – Non Displacement of Qualified Workers  
[http://www.whitehouse.gov/the\\_press\\_office/nondisplacement\\_of\\_qualified\\_workers\\_under\\_service\\_contracts/](http://www.whitehouse.gov/the_press_office/nondisplacement_of_qualified_workers_under_service_contracts/)

Will this contract have any positions covered by the Service Contract Act. We did not see a Wage Determination in the draft.

**Government Response 22:**

**The McNamara-O'Hara Service Contract Act (SCA) applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services to the United States through the use of service employees.**

**The Service Contract Act does not apply to this acquisition.**

**All professional employees shall be compensated fairly and properly. Accordingly, the provision at [52.222-46](#), Evaluation of Compensation for Professional Employees, is in the Draft solicitation.**

**Although the Executive Order is in place it applies to solicitations issued on or after the effective date for the action taken by the Federal Acquisition Regulatory Council under section 6(b) of the order.**

**Question 23:**

Is a preproposal conference planned for the R&T requirement?

**Government Response 23:**

**A preproposal conference is not planned for the R&T requirement.**



NASA Ames Research Center  
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Please address any additional comments or questions to the following:

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**(END OF Q&A 2)**